

Montana WIC

Nutrition Program for Women, Infants and Children

Education Plan Guidance

Fiscal Year: 2013-2014

Background:

As per Federal Regulations (246.11 (d) (2)) and State Plan policy (6.1), it is required that each local agency develop and submit a local agency Nutrition Education and Breastfeeding Education Plan annually. This plan must be individual to your agency and include an assessment and explanation of local needs, planned activities and an evaluation of the prior year. To ensure compliance with regulations and policies, we have developed a standard form that may be completed and submitted to the State Office annually.

Instructions:

Attached you will find a Nutrition Education Plan and a Breastfeeding Education Plan that will need to be completed and received by the State Office by August 1, 2013 to be implemented with the new fiscal year starting October 1, 2013. Starting next year, these will be requested with your contract. If you cannot meet the deadline this year, please email kgirard@mt.gov and communicate the date in which you can have the plan completed and submitted. Extensions will be allowed this year as this is a new process.

Plans shall be:

- Completed with local agency WIC Director, Breastfeeding Coordinator, and/or Clinic Coordinator guidance in conjunction with staff input.
- Meet the needs of local staff and participants.
- Completed per form provided, or summarized in an alternate format as long as all components are included.
- As detailed or basic as needed for each type of plan (both are required).
- Completed to include selection of at least one focus area and may include activities already being done and are considered ongoing.
- Submitted to the State Nutrition Education Coordinator annually by date specified. See contact information below. You may email or post mail your plans.

A sample plan has been attached for each type of plan for reference. If you have any questions or concerns, please contact Kate Girard at kgirard@mt.gov or (406) 444-5923.